

SECRET
C O P Y

Approved For Release 2002/05/08 : CIA-RDP78-04718A001100050025-9

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Management Staff, DD/A

DATE: 15 June 1954

FROM : Acting Chief of Logistics

SUBJECT: Increase in Personnel Ceiling for Logistics Office

REF : Memo from C/LO to DD/A, dtd 7 June 1954, subject: Administrative and Technical Study of the Graphics Register

1. Attached are reports of two studies of production problems in the Printing and Reproduction Division which indicate that an increase in personnel ceiling is necessary.

2. A microfilm project for RI/FI (Attachment 1) requires an increase of three (3) positions. This work has been done until the present by three (3) employees detailed from RI/FI. As indicated in the attached study, certain difficulties arose from this arrangement and it now becomes necessary for the Printing & Reproduction Division to perform this work with their own employees. Three (3) GS-4 Photographer positions are required.

3. Attachment 2 shows the continuing increase in workload at the "Q" Building plant and that the assignment of an additional off-set pressman is necessary to meet this increase.

4. The results of a recent study forwarded to the DD/A on 7 June 1954 (referenced above) indicate that the Printing & Reproduction Division is falling far short of meeting the production requirements of the Graphics Register because of insufficient personnel. (Copy of the reference is attached as Attachment 3).

5. Personnel are not available within the Logistics Office for assignment or detail to meet these production requirements.

6. In view of the above, a Personnel Ceiling increase of nine is requested.

7. It is requested that the Attachments be returned to this Office for our files.



25X1A

Attachments:

- Memo - Special Microfilm Print Making Project
- Memo - Request and Justification for T/O Increase
- Study of the Graphics Register

SECRET
C O P Y

LO/P&RD/AHY/tcp (7 June 1954)
Retyped: LO/AS/ECP:mel (15 June 1954)

Distribution:

- O&l - Addressee
- 1 - LO Official file, w/o attach.
- 1 - P&RD, w/o attach.
- 1 - Signer's copy, w/o attach.

~~CONFIDENTIAL~~